



DEFENSE CONTRACT AUDIT AGENCY
DEPARTMENT OF DEFENSE
8725 JOHN J. KINGMAN ROAD, SUITE 2135
FORT BELVOIR, VA 22060-6219

CMR

November 7, 2005

DCAA INSTRUCTION
NO. 5025.2

INDEX OF DCAA NUMBERED PUBLICATIONS

1. REISSUANCE AND PURPOSE. To provide an index of DCAA publications as required by DCAA Publication System Manual 5025.15, and the Freedom of Information Act (FOIA), 5 U.S.C. 552.

1.1. The FOIA requires each agency to maintain and make available for public inspection and copying a current index identifying the agency's documents considered public information material.

1.2. DCAA documents that are considered public information materials are published under the DCAA publications system as regulations, manuals, instructions, pamphlets, and bulletins, which are occasionally amended or supplemented by interim Memorandums for Regional Directors pending formal revision to the numbered publications. Current publications are found under Enclosure 1. Canceled publications are found under Enclosure 2. A definition of DCAA distribution codes for printed publications is found under Enclosure 3.

2. CANCELLATION. DCAA Instruction 5025.2, Index of DCAA Numbered Publications, dated December 20, 2001, is hereby canceled.

3. APPLICABILITY AND SCOPE.

3.1. This instruction applies to all organizational elements of DCAA.

3.2. This instruction establishes user charges to be applied for DCAA Numbered Publications.

4. RESPONSIBILITIES.

4.1. Headquarters. The Chief, Information and Records Management Branch (CMR), under the guidance of the Chief, Administrative Management Division (CM), is responsible for maintaining copies of all DCAA publications listed in the current Index of DCAA Numbered Publications and for making them available to the Agency webmaster for placement on the intranet and/or public website as appropriate.

4.2. Regions and Field Audit Offices.

4.2.1. The Regional Directors are responsible for maintaining copies of all publications issued by their region, and copies of Headquarters publications issued under Distribution B, C, D, E, F, and S that are not available on the intranet.

4.2.2. Field Audit Offices are responsible for maintaining copies of all publications issued by Headquarters or their region under Distribution C, D, E, and F that are not available on the intranet.

5. AVAILABILITY, SOURCES, AND CHARGES. DCAA publications are available to the public from the DCAA website, the DCAA Headquarters, or the U.S. Government Printing Office (GPO), as follows:

5.1. DCAA.

5.1.1. DCAA publications posted on the Agency's public website (www.dcaa.mil) are available at no charge.

5.1.2. The Defense Contract Audit Manual (CAM), DCAAM 7640.1, is available for purchase from the GPO as described in section 5.2.

5.1.3. *The DCAA Bulletin*, published quarterly by DCAA Headquarters, is available on an annual subscription basis at a rate determined by a biennial evaluation prescribed by DCAAR 5120.1. The cost is approximately \$75.00 for a one-year subscription. *The DCAA Bulletin* is the only publication available on a subscription basis.

5.1.4. Any other DCAA publication that is not available on the public website may be purchased from DCAA at the following prices: \$32.00 per request for check processing; plus 15 cents per page for a paper copy or \$3.00 per CD for an electronic copy. For example, the cost of a paper copy of a 10-page regulation would be \$32.00 for check processing plus \$1.50 (10 pages times 15 cents per page) for a total of \$33.50. The cost of an electronic copy of that same regulation would be \$32.00 for check processing plus \$3.00 for the CD for a total of \$35.00. These charges are used to defray administrative expenses for DCAA time and materials.

5.1.5. Publications are limited to one copy per requester. Additional copies may be reproduced by the requester as necessary.

5.1.6. DCAA will not mail publications until payment has been received from the requester. Payment must be made by check; cash is not acceptable. Requesters should make their checks payable to "DFAS Columbus"; note on the check the publication(s) being requested; and mail the check to: Defense Contract Audit Agency, ATTN: CF, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

5.1.7. Upon receipt of a check for publications, Headquarters CF employees will provide a copy to Headquarters CMR so the Publications Control Officer can process the request. Employees

will store checks in a safe, locked file cabinet, or locked drawer or room, pending turn-in to the servicing accounting and finance office.

5.2. GPO.

5.2.1. The Superintendent of Documents, GPO, sets the charges for the DCAA publications that GPO makes available.

5.2.2. The Defense Contract Audit Manual (CAM), DCAAM 7640.1, issued semiannually, is available for an annual subscription rate of approximately \$52.00 in the U.S. and \$72.80 in foreign countries.

5.2.3. Requests for the CAM should be forwarded to the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, with check or money order made payable to "Superintendent of Documents."

5.2.4. Questions on orders placed should be directed to: Superintendent of Documents, Customer Information Division, Service Section (SSOS-UCP), Washington, DC 20402, or call (202) 512-1706.

6. FILING INSTRUCTIONS. Individuals responsible for maintaining office publications files and public reference libraries will check these files against Enclosures 1 and 2 of this instruction to ensure new publications are on file and canceled publications are withdrawn.

FOR THE DIRECTOR:

/s/

Jody A. Trenary
Assistant Director, Resources

Enclosures: 3

1. Index of DCAA Publications
2. Canceled DCAA Publications
3. Distribution Codes

Index of DCAA Publications as of September 2005

NUMBER	TYPE	DATE	SUBJECT	OPR	DISTRIBUTION (see Enclosure 3)	DOD ISSUANCE
			1000 - 1399 Manpower and Personnel			
1001.1	R	09/27/76	Accident Prevention, Safety, and Occupational Health Policy for the DoD	CPP	B	
1100.1	R	06/30/92	DCAA Manpower Management System	CFB	F	
			1400 - 1499 Civilian Personnel			
1400.1	M	09/07/05	DCAA Personnel Management Manual	CP	Available Electronic	
1400.4	R	02/01/94	Stability of Employment	CPP	C	
1400.9	R	09/20/90	Adoption	CP	F	
1403.2	HI	07/25/00	Reduction-In-Force Competitive Areas	CPO	A	
1404.2	I	12/17/96	Senior Executive Services Reasssignments	CPP	S	
1411.6	R	01/31/95	Defense Contract Audit Agency Agency-Wide Veterans Employment Assistance Plan	CPP	S	D 1341.6
1421.3	P	FY 2005	Catalog of Training Courses	OAI	Real-time on-line	
1422.1	HI	02/10/00	Overtime Approval for DCAA HQ Personnel	CFA	Available Electronic	
1422.2	HI	05/05/05	HQ Hours of Duty and Flexible Work Schedules	CP	A	
1432.2	HI	11/15/93	Time Off Award	CPO	A	
1434.1	HI	09/06/05	Operating Procedures for DCAA Senior Executive Service Performance Review Boards	CP	B	
1444.2	HI	05/04/87	Personnel Action Requests	CP	A	
1460.1	HI	12/27/02	Headquarters Telework Policy	CP	A	
			3000 - 3999 Plans and Operations, Research and Development, Intelligence, and Computer Language			
3020.1	I	08/10/89	Classified Guidance for Use in Developing DCAA COOP (Not for Sale or Public Release, Available in CPS for Review Only)	CPS	C	
3020.2	M	02/04	Emergency Plans Manual	CPS	C	D 3020.36

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NUMBER	TYPE	DATE	SUBJECT	OPR	DISTRIBUTION (see Enclosure 3)	DOD ISSUANCE
			(Not for Sale or Public Release)			
3020.4	R	08/29/03	DCAA Antiterrorism/Force Protection (AT/FP) Program (Not for Sale or Public Release)	CPS	Available Electronic	
3020.6	HI	06/28/00	Headquarters Telephone Cascade Plan (Not for Sale or Public Release)	CPS	S	
			4100 - 4499 Materiel and Property Management			
4105.2	HI	01/05/04	Governmentwide Commercial Credit Card Program	CMA	Available Electronic	
4140.2	R	09/13/02	Use of Government Office Equipment	OTS	Available Electronic	
4205.1	R	06/30/92	Acquiring and Managing Contracted Advisory and Assistance Services (CAAS) (RCS: CMA(A)248)	CMA	B	D 4205.2
4205.2	R	07/05/05	Acquisition Policies and Procedures for Procuring Information Technology Resources	CMA	Available Electronic	
4205.3	HI	03/21/05	Acquisition Policies and Procedures for Procuring Supplies, Equipment, Publications, Furniture, ADP/T Hardware, Software, and Services	CMA	Available Electronic	
			4500 - 4599 Transportation			
4505.1	I	09/11/91	Motor Vehicle Rental	CMR	Available Electronic	
4515.2	HI	05/19/92	Management and Use of DCAA Staff Cars	CMA	A	
			5000 - 5099 Acquisition and Administrative Management			
5000.1	R	08/15/03	Core Library	PAS	Available Electronic	
5000.3	R	11/29/91	Auditor Credential Cards	CPS	C	
5000.5	R	10/11/91	Special Credentials Cards	CPS	B	
5000.15	R	06/09/00	Actual Expense Allowance	CMR	Available Electronic	
5005.2	I	05/22/00	Directory of DCAA Offices	CMR	Available Electronic	
5010.3	R	11/20/79	Productivity Enhancement Measurement and Evaluation	OWD	B	DoDD 5010.31

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NUMBER	TYPE	DATE	SUBJECT	OPR	DISTRIBUTION (see Enclosure 3)	DOD ISSUANCE
			(Joint Reg.—Not Ours to Update)			and DoDI 5010.34
5010.7	R	08/25/03	Internal Management Control Program (RCS: DDCOMP(AR)1618)	DX	Available Electronic	
5015.1	M	03/01	Files Maintenance and Disposition Manual	CMR	Available Electronic	
5015.2	R	12/96	Records Management Program	CMR	Available Electronic	
5015.3	R	05/15/00	Forms Management Program	CMR	Available Electronic	
5015.4	R	05/15/00	DCAA Mail Program	CMR	Available Electronic	
5015.5	HI	05/10/00	Headquarters Filing Operations	CMR	Available Electronic	
5015.6	P	04/06/05	DCAA Forms Index	CMR	Available Electronic	
5015.8	HI	09/15/99	Headquarters Mail Program and Telephones Calls Directed to Branches and Residencies	CMR	Available Electronic	
5020.1	M	04/05	DCAA Correspondence Manual	CMR	Available Electronic	
5020.3	HI	05/01/91	Headquarters Correspondence and Telephone Calls Directed to Branches and Residencies	DX	A	
5020.3	R	04/30/02	Preparation and Processing of Legislation, Executive Orders, Proclamations	DL	Available Electronic	
5020.10	I	04/27/99	Monthly Report of Agency Accomplishments	OWD	Available Electronic	
5025.1	HI	07/10/03	Procedures for Coordinating Proposed Revisions to the DCAA Contract Audit Manual	PAS	Available Electronic	
5025.2	I	09/05	Index of DCAA Numbered Publications	CMR	Available Electronic	
5025.3	R	05/01/91	Use of DoD Seal and DCAA Insignia	DX	C	
5025.7	HI	06/99	Implementing and Processing of DoD Issuances	CMR	Available Electronic	
5025.9	I	07/26/99	Commercial Publications	CMR	Available Electronic	
5025.11	R	05/23/01	DCAA Electronic Mail System	OITN	Available Electronic	
5025.13	I	03/05	Index of DCAA Memorandums for Regional Directors (MRDs)	CMA	Available Electronic	
5025.15	M	02/02	DCAA Publication System	CMR	Available Electronic	
5030.13	R	05/07/92	Federal Executive Boards	CP	C	D 5030.54
5030.14	I	04/28/00	Reimbursement for GSA Space, Services, and Facilities	CMA	Available Electronic	
5030.15	R	07/24/90	Performance of Contract Administration and Audit Services on Direct Commercial Contracts of Foreign Governments or International Organizations	OAL	C	DLAR 8000.8

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NUMBER	TYPE	DATE	SUBJECT	OPR	DISTRIBUTION (see Enclosure 3)	DOD ISSUANCE
			(RCS: DDPL(A)1643) (Joint Reg.—Not Ours to Update)			
5030.16	R	08/01	Supporting Congressional Requests for Information	PAS	Available Electronic	
5030.17	I	07/31/01	Reporting of Information Concerning the Protection of the President of the United States and Other Officials	CPS	Available Electronic	
			5100 - 5199 Organization and Functions			
5100.1	P		Directory of DCAA Offices, last printed 10/04	CMR	Real-time on-line	
5100.7	I	01/31/91	DCAA Key Personnel Roster (Not for Sale or Public Release)	CMA	S	
5110.1	M	01/05	DCAA Organization Manual	CMR	Available Electronic	D 5105.36
5110.4	R	05/31/94	Officials Authorized to Act During Temporary Absence of Regional Directors	DX	B	
5110.5	P	12/88	History of the Defense Contract Audit Agency	P	S	
5120.1	R	03/10/00	Defense Contract Audit Agency Periodical – The DCAA Bulletin (RCS: CM(Q)24)	DX	Available Electronic	
5120.2	P		The Bulletin (Quarterly)	DX	E	
5145.1	R	04/19/99	Alternative Dispute Resolution (ADR) Program for Equal Employment Opportunity Cases	DE	Available Electronic	
			5200 - 5299 Security			
5200.4	R	11/02	Security Control Officers	CPS	Available Electronic	
5200.16	R	08/25/03	Communications Security	CPS	Available Electronic	
5205.1	R	08/06/03	DCAA Information Security Program	CPS	Available Electronic	R 5200.1 D 5210.50
5205.3	R	08/11/03	Security Inspections and Surveys	CPS	Available Electronic	
5205.10	R	06/28/00	Special Access Programs (SAPs)	FD	Available Electronic	
5205.11	I	07/14/00	Procedures for Implementing Audit Effort of Special Access Programs (SAPs)	FD	Available Electronic	
5205.13	P	09/91	DCAA SAP Security Guide	CPS	S	
5210.1	R	11/02/92	DCAA Personnel Security Program	CPS	C	R 5200.2

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NUMBER	TYPE	DATE	SUBJECT	OPR	DISTRIBUTION (see Enclosure 3)	DOD ISSUANCE
5210.1	M	03/31/98	Personnel Security Program Manual	CPS	C	R 5200.2
5210.3	R	05/06/03	Access to and Dissemination of Restricted Data	CPS	Available Electronic	
5210.7	R	11/12/85	DCAA Polygraph Program	CPS	C	D 5210.48
5210.8	I	07/05/00	Visits, Assignments, and Exchanges of Foreign Nationals to DCAA Facilities	CPS	Available Electronic	
5230.1	R	09/07/99	Clearance of Department of Defense Public Information	DX	Available Electronic	
5240.2	I	07/31/01	Department of Defense Counterintelligence	CPS	Available Electronic	
			5300 - 5399 Office and Administrative Services			
5340.1	R	07/08/02	Video Information (VI) (RCS: DD-PA(A)1438)	OAI	Available Electronic	
			5400 - 5499 Public Information			
5400.2	R	01/11/00	Web Site Administration Policies	OTS	Available Electronic	
5400.3	I	01/03/00	Web Site Administration Procedures	OTS	Available Electronic	
5410.3	R	07/91	Delineation of DoD Audiovisual Public Affairs Responsibilities and Policies	DX	Available Electronic	
5410.7	R	05/01/91	Community Relations	DX	Available Electronic	
5410.8	R	02/16/01	DCAA Freedom of Information Act (FOIA) Program	CMR	Available Electronic	
5410.10	R	05/16/00	DCAA Privacy Act Program (RCS: DDCOMP(A)1379)	CMR	Available Electronic	
5410.11	R	01/29/01	Release of Official Information in Litigation and Testimony by DCAA Personnel as Witnesses	DL	Available Electronic	
5410.14	P	01/24/03	DCAA Freedom of Information Act Processing Guide	CMR	Available Electronic	
5410.17	P	06/22/04	The Freedom of Information Act, A Manager's Guide to a Complex Law	CMR	Available Electronic	
5410.18	P	01/29/01	The Privacy Act, An Employee Guide to Privacy	CMR	Available Electronic	
			5500 – 5699 Legislative Affairs			

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NUMBER	TYPE	DATE	SUBJECT	OPR	DISTRIBUTION (see Enclosure 3)	DOD ISSUANCE
5500.4	R	04/30/02	Coordination of Significant Litigation and Other Matters Involving the Department of Justice	DL	Available Electronic	
5500.5	R	08/28/00	Subpoenas of Defense Contractor Records	DL	Available Electronic	
5500.6	R	08/13/86	Cooperation with the Office of Special Counsel of the Merit Systems Protection Board	DL	Available Electronic	
5500.8	I	08/25/00	Allegations Against Senior Officials of DoD	DL	Available Electronic	
5600.1	R	12/22/04	Delegation of Signature Authority for Audit Reports and Other Audit Related Documents	PAS	Available Electronic	
			6000 – 6099 Health General			
6050.1	R	02/25/02	DCAA Ergonomics Program	CMR	Available Electronic	
			7000 – 7599 Budget, Finance, and Information Control			
7050.1	I	08/22/03	Access to Defense Contract Audit Agency Records and Information by the Inspector General, Department of Defense	PQA	Available Electronic	
7050.2	I	08/28/03	Responding to Oversight Reviews	PQA	Available Electronic	
7230.1	P	11/04	DCAA Reimbursable Audit Program Pamphlet	OWD	Available Electronic	
7230.3	I	08/19/94	User Charges	CFA	Available Electronic	
7530.1	R	01/24/05	Property Management	CMA	Available Electronic	
			7600 – 7699 Auditing			
7600.1	R	03/10/02	DoD Hotline	OTS	Available Electronic	
7640.1	M	09/05	Defense Contract Audit Manual Vol 1 and 2 (Sold by Government Printing Office (GPO) (202) 512-1800)	PAS	Real-time on-line	

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NUMBER	TYPE	DATE	SUBJECT	OPR	DISTRIBUTION (see Enclosure 3)	DOD ISSUANCE
7640.12	R	03/30/01	Follow-up on Oversight Reports Concerning Defense Contract Audit Agency Operations	PAS	Available Electronic	
7640.15	R	03/10/02	Management and Monitoring of Suspected Contractor Fraud and Other Contractor Irregularities Program	OTS	Available Electronic	
7640.16	I	01/18/02	Reporting Suspected Contractor Fraud and Other Contractor Irregularities	OTS	Available Electronic	
7640.17	I	06/23/03	Formal Reporting Procedures for Denial of Access to Contractor's Records	PAS	Available Electronic	
7640.20	I	12/19/02	DCAA Audit Quality Assurance Program	PQA	Available Electronic	
7641.47	P	04/07/05	Earned Value Management Implementation Guide (Joint Reg.—Not Ours to Update)	PPD	Available Electronic	DCMA
7641.74	P	05/99	Use of Economic Indexes in Contract Audits	OTS	Available Electronic	
7641.81	P	08/02	The Defense Contract Audit Agency Independent Financial Advisors for Government Contracting, A Report on Activities	OTS	Available Electronic	
7641.90	P	01/05	Information for Contractors	PAS	Available Electronic	
7641.92	P	05/01/96	C/SSR Joint Guide (Joint Reg.—Not Ours to Update)	PPD	S	AF AMC-P715-13
			7700 – 7799 Information Resources Management			
7730.10	I	02/08/01	Reporting of Operations Audit Findings: Operations Audit Summary Information System (OASIS)	OTS	Available Electronic	
7730.13	I	05/12/03	Contract Disputes Reporting (RCS: PLD(Q)183)	PAC	Available Electronic	
			8000 – 8999 Information Management			
8000.1	R	06/25/93	DCAA Information Management (IM) Program	CMR	Available Electronic	

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NUMBER	TYPE	DATE	SUBJECT	OPR	DISTRIBUTION (see Enclosure 3)	DOD ISSUANCE
8190.1	R	07/06/05	DCAA Common Access Card (CAC) Program	CPS	Available Electronic	
8190.2	I	08/05/05	DCAA Common Access Card (CAC) Program Operating Procedures	OITN	Available Electronic	
8000.2	I	05/01/01	Review Procedures for DCAA Knowledge Base	OTS	Available Electronic	
8320.1	R	05/26/92	Data Administration	OITN	C	
8500.1	I	04/14/05	Information Assurance Vulnerability Management (IAVM) Program	OITN	Available Electronic	
8500.1	R	02/14/03	Information Assurance (IA) Program	OITN	Available Electronic	
8500.3	R	12/03	DCAA Computer Incident Response Plan	OITN	Available Electronic	
8500.4	I	08/25/05	Enclave Boundary Defense	OIT	Available Electronic	
8910.1	R	05/08/00	Management and Control of Information Requirements and Reports Management	CMR	Available Electronic	
8910.1	P	03/07/05	Index of Approved Information and Reporting Requirements	CMR	Available Electronic	
8910.3	HI	02/02/05	DCAA Headquarters Task Tracking System	OITN	Available Electronic	

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DCAA Publications Canceled

NUMBER	TYPE	DATE	SUBJECT
1421.2	P	11/87	DCAA Lending Library Catalog of Books. Canceled by DCAAP 1421.2, 01/14/02.
1430.2	R	04/26/05	Training Development. Canceled by DCAA Publications System Transmittal, 06/06/05. Information incorporated into Chapter 21 of DCAAM 1400.1, Personnel Management Manual.
1465.1	HI	04/16/03	Headquarters Official Work and Core Hours. Canceled by HI 1422.2, 04/05/05.
4640.1	R	10/17/78	Administrative Monitoring and Recording of Conversations. Canceled by DCAAR 4640.1, 02/11/03.
4640.2	R	01/07/82	Communications Security Telephone Monitoring and Recording. Canceled by DCAAR 4640.2, 01/23/03.
5030.1	R	07/91	Fund-raising Within DCAA. Canceled by DCAAR 5410.7, 06/09/00.
5030.4	R	06/01/91	Reporting of Information Concerning the Protection of the President of the United States and Other Officials. Canceled by DCAAI 5030.17, 07/31/01.
5200.13	R	05/07/92	Security Program for Automated Information Systems. Canceled by DCAAR 5200.12, 02/14/03.
5210.12	R	10/21/82	United States Security Authority for North Atlantic Treaty Organization Affairs. Canceled by DCAAR 5210.12, 01/23/03.
5220.1	R	02/26/81	DoD Industrial Security Program (DISP). Canceled by DCAAR 5220.1, 01/23/03.
5240.1	R	10/04/91	Department of Defense Counterintelligence. Canceled by DCAAI 5240.2, 07/31/01
5305.4	R	10/19/81	Department of Defense Building Security for the National Capital Region. Canceled by DCAAR 5305.4, 01/23/03.
7641.79	P	06/81	Guidelines for Audit Pension Costs. Canceled by DCAAP 7641.79, 11/12/03.
7750.3	R	01/25/95	Information Resources Management Program. Canceled by DCAA Publications System Transmittal, 12/11/00.

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DISTRIBUTION CODES FOR PRINTED PUBLICATIONS

CODE	EXPLANATION
A	Headquarters DCAA only. One copy for each Headquarters principal staff element through the branch level.
B	Headquarters and Regional Offices. One copy for each Headquarters principal staff element through the branch level and five copies for each regional office. Regional offices are responsible for duplicating sufficient copies to meet their internal needs.
C	Headquarters, Regional Offices, and all Field Audit Offices. One copy for each Headquarters principal staff element through the branch level, five copies for each regional office, and one copy for each Field Audit Office (FAO). The regional office will make distribution to each FAO under their cognizance.
D	All Auditors (personal file copy). One copy for each auditor at all levels of DCAA. Copies distributed in the quantity and manner outlined for Distribution C above.
E	All Personnel. One copy for each DCAA employee. Copies are distributed in the quantity and manner outlined for Distribution C above.
F	Headquarters, Regional Offices, and all Field Audit Offices. Distribution F is the same as Distribution C except that under Distribution F copies are mailed directly to FAOs by Headquarters.
G	Information Copies. Must appear on every unclassified publication issued by Headquarters, DCAA, in addition to one of the distribution codes above. Distribution G designates that two copies of the publication are to be sent to the Office of the Assistant Secretary of Defense (Comptroller) by Headquarters CMR.
P	Public Reference Facility. Must appear on every unclassified publication issued by Headquarters, DCAA, and regional offices. One copy for each public reference library (FOIA reading room) in Headquarters, regional offices, and FAOs consistent with the distribution code determined by the originating office. For example, one copy of unclassified publication with Distribution A, B, C, F and S for Headquarters public reference library; one copy of publication with Distribution B, C and F for the regional public reference library; and one copy of publication with Distribution C and F for public reference library at FAOs.
S	Special. May be used when one of the above distribution codes is not appropriate. The originating office will determine the distribution requirements based on a need-to-know. A list of addressees must be provided to the office responsible for mailing and must be retained with the historical file in the event this information is needed at a later date. All classified publications will reflect the Distribution S code only. NOTE: Special distribution will not include FAOs. If FAOs are to receive a copy of the publication, Distribution C or F will be used.